



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSE SERVICE ADMINISTRATOR

Job Number: 20001014

Job Code: 43250V161016

Job Group: 4300 - NURSING

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers the total nursing services program in a major state health care facility OR administers the total nursing services program for special health care needs children in a specific region OR administers the total nursing services patient assessment/nursing education program for a major health care reimbursement system, maternal and family planning services, or local clinical service delivery programs OR administers nursing services programs in a juvenile justice facility(ies); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in Nursing.

EXPERIENCE:

Must have four years experience as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

A master's degree in Nursing will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a Registered Nurse will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Establishes standards, goals, and objectives for nursing care based on the overall objective of the facility. Organizes, coordinates and supervises the activities of nursing services for a facility. Recommends, interprets, and implements new policies and procedures as required. Evaluates the performance of all nursing staff. Interviews and makes recommendations on hiring of all nursing staff. Participates in the selection, retention, promotion and discipline of nursing staff. Assigns, coordinates, supervises and inspects the work of nursing staff. Conducts staff meetings to exchange and update nursing care information. Serves on hospital committees as required. Participates in administrative hearings. Performs functions of the Registered Nurse as needed. Has overall responsibility to assess the need for and the provision of in service training. Participates in overall facility planning. Assists in monitoring program budget. Establishes department wide standards, goals, and objectives for local health departments and the Department for Public Health relative to nursing care, protocols, and clinical service delivery.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works with patients, clients, or employees who may have been exposed to infectious diseases.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.